

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR01312445**

DATE POSTED: 08/29/16

POSITION NO: 242994

CLOSING DATE: **OUF**

POSITION TITLE: **Computer Operator**

DEPARTMENT NAME / WORKSITE: DNR/Navajo Land Administration/Window Rock, AZ

WORK DAYS: Monday - Friday

REGULAR FULL TIME: ☒

GRADE/STEP: AB56A

WORK HOURS: 8:00 am - 5:00 pm

PART TIME: ☐

NO. OF HRS./WK.: \$ 20,300.80 PER ANNUM

SEASONAL: ☐

DURATION : \$ 9.76 PER HOUR

TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Provide computer operational assistance to the Navajo Land Office (NLO) agency offices by scanning and uploading accurate electronic datas into the Navajo Land Title Data Systems (NLTDS) for archiving, recording, retrieval of digitized data, and document control at three (3) redunded storage sites within the United States to secure the massive Navajo Land records. Monitor and control electronic digital optimal scanning of all documents, insure the scanning is legible and link to appropriate documents for retrieval and uploading. Operate high speed printer equipments, large map scanners and provide manual storage for the original Navajo Land documents into the storage facility for file management and archives in accordance with established records management procedures. Upload data of all current and approved homesite leases, Right-of-Ways, Utility Easements, Telecommunication Cell Towers leases, Permits, and other pertinent legal documents of the Navajo Nation into the NLTDS.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years related computer, data entry experience.

Special Requirements:

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Work requires lifting and carrying paper, supplies and materials weight up to 40 lbs Must possess a valid State Motor Vehicle Operators License. Navajo Land Department provided direct services to the Navajo people; as result, candidate must be able to communicate in Navajo Language and English to the general public.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.